

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Courier

**Reports To:** Supervisor of Transportation Supervisor

**Supervises:** N/A

**FLSA Status:** NON-EXEMPT

### **Qualifications:**

- Displays good decision-making abilities.
- Displays basic computer skills.
- Demonstrates excellent driving skills.
- Demonstrates good organization ability.
- Demonstrates outstanding public relations skills.
- Is physically capable of lifting equipment and other material.
- Holds a high school diploma or equivalent.
- Completes proper BCI and or FBI clearance.
- Demonstrates ability to work effectively with others.
- Demonstrates ability to maintain simple records and reports.
- Demonstrates ability to work independently.
- Possesses a valid Ohio driver's license.
- Completes documented evidence of a clear criminal record.

### **Description:**

Is responsible for the delivery and pick-up of items to and from the Media Center, school districts, central office, and contracted schools or agencies.

### **Key Functions:**

### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.

7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

**Essential Functions:**

1. Assists in the operation of the Media Center.
2. Monitors and assists in the maintenance of the ESC vehicles.
3. Schedules daily input/output of educational resources.
4. Sorts and distributes mail to and from central office and contracted schools/agencies.
5. Delivers and returns cooperative purchasing materials.
6. Reserves resources in the electronic booking system.
7. Completes all reports as required.
8. Follows required procedures for accident reporting.
9. Is responsible for the safe operation of the vehicle.
10. Displays respect for confidential information.
11. Runs the route in a timely and safe manner.
12. Provides flexibility in duties (i.e., extra stops or pick-ups).
13. Performs any and all other duties as assigned.

**Other Duties and Responsibilities:**

Makes personal contact with school, staff, and parents (public relations).

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

## Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: November 19, 2012**  
**Revised by Governing Board: November 19, 2018**